



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES

TO: Applicants for a Group Child Care Center/Home License

FROM: Child Care Connection Hawaii Unit

SUBJECT: **GUIDE FOR LICENSING/RELICENSING**

The following is a guideline to complete the application for a license to operate a group child care center/home.

1. Read and review the Hawaii Administrative Rules, Chapter 892.1, Licensing of Group Child Care Centers and Group Child Care Homes; Chapter 895, Licensing of Infant and Toddler Child Care Centers; or Chapter 896, Licensing of Before and After School Child Care Facilities (whichever is applicable for the license that is applied for).
2. Obtain a Conditional Use Permit or Certificate of Occupancy (whichever is applicable for your county) from the appropriate county department.
3. Complete criminal history record and child abuse/neglect clearances (separate instructions enclosed).

Note: The Child Care Connection Hawaii Unit will contact you, the child care employer, upon receipt of information which indicates that an employee poses a threat to children. No contact will be made if full clearance is received. If you, the child care employer, would like a report of all clearances for staff, a written request must be submitted to the child care licensing unit (contact your licensing worker for more information).

4. Complete the Employment History Check (separate instructions are enclosed).

Complete and forward the following to the Child Care Connection Hawaii Unit:

1. License Application and Statement of Legal Authority.
2. Statement of Operation Policies.
3. Child Care Center Staff and Volunteers.

In addition, please complete action on the following items in order to facilitate the licensing process:

1. Insure that all staff have a card issued by the Registry that indicates the position that they qualify for per the licensing rules. (See §17-892.1-17, §17-895-16, or §17-896-16)
2. Review your staff-child ratio and staff employment sequence. (See §17-892.1-18, §17-895-17 & 18, or §17-896-17)
3. Review all enrolled children's health clearances for completeness. (See §17-892.1-20 or §17-895-20)
4. Obtain and maintain on file health clearances for staff including chest x ray or TB test. (See §17-892.1-29, §17-895-28, or §17-896-27)
5. Insure that you have a staff member with certification in first aid and child CPR on duty at all times. (See §17-892.1-22, §17-895-22, or §17-896-21)
6. Review and meet all other licensing requirements PRIOR to the inspection visit.

Upon receipt of the completed forms and verification that the facility meets the appropriate county codes for operation, a licensing social worker will call to schedule an appointment with you. Once it is determined that the program is in full compliance with the licensing rules, a license will be issued.

If at any time you have questions, please feel free to call us at _____.
We look forward to working with you. Thank you.